

# *Grantor Registration User Guide*

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Version 2.0  
July 30, 2013

## Document Control

Release	Version	Date	Owner	Comments
N/A	1.2	October 9, 2010	E. Calimag	<ul style="list-style-type: none"><li>Initial draft</li></ul>
12.3.0	2.0	July 30, 2013	N. Foreman	<ul style="list-style-type: none"><li>Updated to include 12.3.0 Enhancements</li></ul>

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# Introduction

Grants.gov has been designed to provide a user-friendly experience for grantors to create funding opportunities and for organizations to find and apply for more than \$500 billion in federal grants. With electronic access to more than 1,000 grant programs offered by all federal grant-making agencies, Grants.gov leverages the power of the Internet to streamline your Grant Acquisition process.

This user guide has been developed to help you register with Grants.gov. Registration is a one-time process and required for any grantor agency representative who wishes to post opportunity synopses, application packages, or use the grantor system on Grants.gov.

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SEARCH: Grant Opportunities ▾ Enter Keyword... **GO**

HOME | ABOUT ▾ | SEARCH GRANTS | APPLICANTS ▾ | GRANTORS ▾ | SYSTEM-TO-SYSTEM ▾ | FORMS ▾ | OUTREACH ▾ | SUPPORT ▾

### Apply for Grants

Grants.gov provides an overview of the process to APPLY for federal grants. In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process.

[Apply for Grant Opportunities » »](#)

### What's New

The General Services Administration has released a "Quick Start Guide For New Grantees Registration" and video tutorial for new applicants registering with the System for Award Management (SAM). If you have questions or concerns about your SAM registration, please contact the Federal Support desk at <https://www.fsd.gov>.

### Grants.gov Blog

**New Look Coming to Grants.gov**  
7/25/13 4:32 PM  
On, or about, August 2nd, the Grants.gov website will experience a facelift. Although the look and feel of the site will be different, the content and its functionality will remain the same. As this is an exciting time for Grants.gov, we appreciate your continued support in making it a better experience for our end-users.

[View More Blog Entries »](#)

### Financial Assistance

Grants.gov does not provide personal financial assistance. To learn where you may find personal help, please visit [USA.gov](#). The United States Government does not require payment, of any kind, to receive federal grants. To report fraud, please contact the Department of Health and Human Services, Office of the Inspector General.

### Find Open Grant Opportunities

NEWEST OPPORTUNITIES | BROWSE CATEGORIES | BROWSE AGENCIES | BROWSE ELIGIBILITIES [View More »](#)

Funding Opportunity Number	Opportunity Title	Agency
223344	ASE Testing 22	TEST Security Scan Agency
07262013-TG-1	07262013-TG-1	General Dynamics Information Technology
223344	ASE Testing 22	TEST Security Scan Agency
IVV-TEST-JMETER-622864	IVV-TEST-JMETER-622864	IV&V Test Agency
IVV-TEST-JMETER-613433	IVV-TEST-JMETER-613433	IV&V Test Agency
IVV-TEST-JMETER-862545	IVV-TEST-JMETER-862545	IV&V Test Agency
IVV-TEST-JMETER-915764	IVV-TEST-JMETER-915764	IV&V Test Agency
IVV-TEST-JMETER-512189	IVV-TEST-JMETER-512189	IV&V Test Agency
IVV-TEST-JMETER-198684	IVV-TEST-JMETER-198684	IV&V Test Agency
IVV-TEST-JMETER-350190	IVV-TEST-JMETER-350190	IV&V Test Agency
IVV-TEST-JMETER-920351	IVV-TEST-JMETER-920351	IV&V Test Agency

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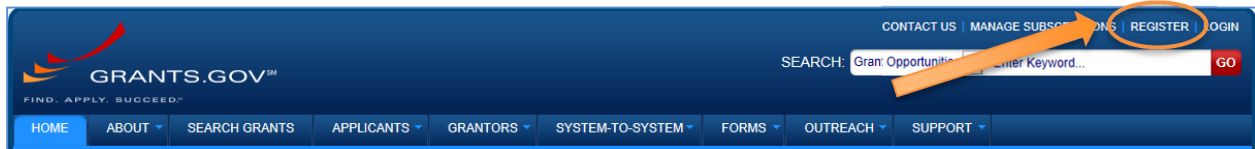
## Grantor Registration Process Overview

At a high-level, to successfully register as a grantor you will need:

1. Your Agency's Enrollment Code – If you do not have the code, contact your designated Agency Point of Contact (POC). To locate your Agency POC, from the Grants.gov **Grantor** menu, click on the **Grantor Resources** link.
2. Complete the Grantor Profile page
3. Create a Secret Question and Secret Answer
4. Create a Username and Password

## Register Link

To register, click on the **Register** link in the upper-right corner of the Grants.gov Global Banner.



The **Register** link directs the user to **Register** screen. Select the **Grantor** radio button and then click the **Next** button.

A screenshot of the Grants.gov Register screen. The page has a blue header with the text "GRANTS.GOV > Register". Below the header, the word "REGISTER" is displayed in large blue letters. Underneath, the text "Get Registered with Grants.gov..." is followed by a paragraph explaining the registration process. The main content area is titled "\*PLEASE CHOOSE TYPE OF REGISTRATION:" and contains three radio button options: "ORGANIZATION APPLICANT:", "INDIVIDUAL APPLICANT:", and "GRANTOR:". The "GRANTOR:" option is selected. Each option has a brief description and a link to "Learn More About [Type] Applicants". At the bottom of the form, there is a "Next »" button.

You will be directed to the **Grantor Registration** screen.

## Registration Profile

In order to safeguard the security of your electronic information, Grants.gov requires all agency users to create an online account. To access the account, you must verify that you are able to obtain a username and password and confirm your identity.

From the **Grantor Registration** screen, complete the required fields. The Grants.gov Agency Code can be obtained by contacting the Grants Management office or your Agency POC.

Please note the password requirement: ***Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # \$ % ^ & \*).***

When you have completed the registration, click the **Continue** button.

[GRANTS.GOV](#) > [Register](#) > [Grantor Registration](#)

### GRANTOR REGISTRATION

Please enter your information below.

- Required fields are denoted with an asterisk (\*).
- The following special characters are allowed: question marks, periods, dashes, underscores, and @ symbol (Password and username are not subject to these restrictions.)

* First Name: <input type="text" value="John"/>	MI: <input type="text"/>	* Last Name: <input type="text" value="Doe"/>
* Job Title: <input type="text" value="Grantor User"/>	* Agency Code: <input type="text" value="GDIT"/>	
* Telephone: <input type="text" value="123-123-1234"/>	* Email: <input type="text" value="grantor_user@agency.gov"/>	
* Secret Question: <input type="text" value="Number 1"/>		
* Secret Answer: <input type="text" value="1"/>		
* UserName: <input type="text" value="Grantor_G_User"/>		
* Password: <input type="password" value="••••••••"/>	* Confirm Password: <input type="password" value="••••••••"/>	

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # \$ % ^ & \*).

**Warning Notice**

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All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

You will be asked to confirm your registration and have the ability to edit the information. To make changes, click the **Edit** button. You will be directed back to the Grantor Registration screen and will be required to enter your password again. To confirm your registration, click the **Submit** button.

[GRANTS.GOV](#) > [Register](#) > [Grantor Registration](#)

## GRANTOR REGISTRATION

Please review the information entered below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please click the Submit button on the bottom of the page.

First Name: John  
MI:  
Last Name: Doe  
Job Title: Grantor User  
Agency Code: GDIT  
Telephone: 123-123-1234  
Email: grantor\_user@agency.gov  
Secret Question: Number 1  
Secret Answer: 1  
UserName: Grantor\_G\_User

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You will receive a confirmation message that you are successfully registered. Click the **Continue** button.

[GRANTS.GOV](#) > [Register](#) > [Grantor Registration](#)

## GRANTOR REGISTRATION

Please review the information entered below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please click the Submit button on the bottom of the page.

**You are successfully registered.**

First Name: John  
MI:  
Last Name: Doe  
Job Title: Grantor User  
Agency Code: GDIT  
Telephone: 123-123-1234  
Email: grantor\_user@agency.gov  
Secret Question: Number 1  
Secret Answer: 1  
UserName: Grantor\_G\_User

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You Agency POC will receive the following email notifying that you have registered with their agency. The Agency POC will assign you the appropriate roles.

From: DoNotReply@grants.gov [DoNotReply@grants.gov]  
Sent: Wednesday, July 17, 2013 11:59 AM  
To: Agency POC  
Subject: Grants.gov New User Enrolled

Dear Agency POC, Agency Name:

A new Grants.gov user, John Doe, has enrolled in your agency. If you have any questions please contact your Program Advisor at Grants.gov.

Thank you.

Grants.gov

If you have questions please contact the Grants.gov Contact Center:

support@grants.gov

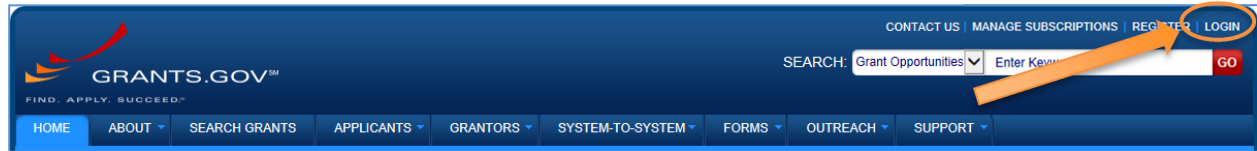
1-800-518-4726

24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

## Grantor Login

The Grantor must log in to access Grant-making functionality. To log in, click on the **Login** link in the upper-right corner of the Grants.gov Global Banner.



You will be directed to the **Login** screen. Click on the **Grantor** tab and enter your username and password to continue.

A screenshot of the Grants.gov Login screen. The page has a blue header with the Grants.gov logo and a "Login" link. Below the header is a "LOGIN" section with a "Register as a New User" link. The "Select Account Type:" section has three tabs: APPLICANT, GRANTOR (selected), and EBIZ POC. The "Grantor Login" section contains a description of the grantor system and a login form with fields for USERNAME and PASSWORD, and a LOGIN button. Below the login form are links for "Change My Password", "I Forgot My Username", and "I Forgot My Password/Unlock My Account". At the bottom of the page is a "Warning Notice!" section with text about U.S. Government computer system security and a "NOTICE" section about personally identifiable information (PII) and proprietary business information.

After successfully logging in, you will be directed to the **Grantor Center** screen. Based on your assigned roles, the Grantor function links will display on the left-hand side of the screen. The figure below displays the **Grantor Center** screen for a Grantor without any assigned roles.

GRANTS.GOV > Grantors

## GRANTOR CENTER

**WELCOME:**  
John Doe  
Agency Code: GDIT

**RELEASE:**  
Version: R12.3.0  
Date: 07/24/2013

**GRANTOR RESOURCES**  
» Grantor FAQs  
» Grantor Resources  
» Grantor Tips  
» Grantor User Guide

### WELCOME TO THE GRANTS.GOV GRANTOR CENTER.

Depending on the level of access granted by your Agency Super User, this is where you can manage your profile, run reports, view and retrieve submitted applications. For Grantor information please visit the Grantor section of Grants.gov. If you have any issues or questions please contact your agency representative on the PMO staff.

This figure displays the **Grantor Center** screen for a Grantor with all possible assigned roles. This Grantor can view and access the reports for Recently Published Opportunities, Recently Closed Opportunities, and Recently Submitted Applications.

GRANTS.GOV > Grantors

## GRANTOR CENTER

**WELCOME:**  
Nicole A Foreman  
Agency Code: GDIT

**RELEASE:**  
Version: R12.3.0  
Date: 07/24/2013

**GRANTOR MANAGEMENT**  
» Manage Agency Users  
» Set Agency Level  
» Create Agency  
» Modify Agency

**GRANTOR OPPORTUNITIES**  
» Manage Opportunities  
» View Closings Calendar

**GRANTOR TEMPLATES**  
» Manage Application Package Templates

**GRANTOR APPLICATIONS**  
» Retrieve Submitted Applications  
» View All Submitted Applications  
» Assign Agency Tracking Number/Notes

**GRANTOR REPORTS**  
» Submission Report  
» Applicant Report  
» Organization Report  
» Rejection Report  
» Published Opportunities Report  
» Audit Report

**GRANTOR RESOURCES**  
» Grantor FAQs  
» Grantor Resources  
» Grantor Tips  
» Grantor User Guide

**RECENTLY PUBLISHED OPPORTUNITIES (TOP 25):**
[View Report »](#)

CFDA	Funding Opportunity Number	Competition ID	Opening Date	Closing Date	Grace Period	Number of Applications
00.000	08202012-KV-V1-2	08202012-KV-COMPID-01	2014-08-09	2016-08-09	30	0
00.000	08282012-KV-V1-1	08282012-KV-COMPID-02	2014-08-09	2016-08-09	30	0
	01182012-KJ-MP	01182012-KJ-MP-AG	2014-01-30	2015-11-23	0	0
00.000	01302012-KJ-MP-CFDA	11	2014-01-30	2013-11-23	0	0
10.001	VISH120113-SP-RR-POSTDATE	VISH120113-SP-RR-POSTDATE-CID	2013-12-01	2017-01-31	11	0
00.000	05102012-S2S-TESTPACK5	COMP-ID-01	2013-08-09	2014-08-09	30	0

**RECENTLY CLOSED OPPORTUNITIES (TOP 25):**
[View Report »](#)

CFDA	Funding Opportunity Number	Competition ID	Opening Date	Closing Date	Grace Period	Number of Applications
10.001	MATH-TEST-SP	TEST2		2013-07-29	0	0
	07242013-MA-TEST	MP1		2013-07-28	0	0
10.001	BP-Hibernate-Test	BP-Hibernate-Test-ID		2013-07-26	0	0
10.001	AG-Hibernate-Test	AG-Hibernate-Test-ID		2013-07-26	0	0
	07162013-MA-MP	TEST	2013-07-16	2013-07-23	0	0
	07162013-MA-TEST			2013-07-23	0	1

**RECENTLY SUBMITTED APPLICATIONS (TOP 25):**
[View Report »](#)

CFDA	Funding Opportunity Number	Competition ID	Grants.gov #	Date/Time Received	DUNS	Status	Agency Tracking
00.000	07252013-KV-1	SP	GRANT10583702	2013-07-25 12:38:57	0000000000000	Validated	
	07242013-MA-TEST	SP	GRANT10583701	2013-07-25 12:33:00	0000000000000	Validated	
10.001	07242013-TG-2	07242013-TG-2	GRANT10583700	2013-07-25 12:32:54	0000000000000	Validated	
10.001	07242013-TG-2	07242013-TG-2	GRANT10583696	2013-07-24 16:30:40	0000000000000	Validated	
	07242013-MA-TEST	SP	GRANT10583695	2013-07-24 16:06:59	0000000000000	Rejected with Error	

## Change My Password

Grants.gov requires you to update your password every 60 days. If you want to update it before the 60 days, you can do so from the **Grantor** tab of the **Login** page. Click on the **Change My Password** link.

GRANTS.GOV<sup>SM</sup>  
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SEARCH: Grant Opportunities Enter Keyword... GO

HOME ABOUT SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Login

Register as a New User >

Select Account Type:

APPLICANT GRANTOR EBIZ POC

**Applicant Login**

Login below to check your AOR status and manage your applicant profile. To track your application, visit the [Track My Application](#) page. You need to be registered in order to access the applicant system, to begin the registration process visit the [Get Registered](#) page.

USERNAME:

PASSWORD:  (Case Sensitive)

LOGIN

[Change My Password](#)

[I Forgot My Username](#)

[I Forgot My Password/Unlock My Account](#)

**Warning Notice!**

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**NOTICE:** The Grants.gov system contains personally identifiable information (PII) and proprietary business information that should be disseminated only to those within your agency, organization, or to individuals with a need to know the information in the course of their official duties. Such information when output in any form from the Grants.gov system must be handled and protected in accordance with applicable federal laws and Executive Orders (including Executive Order 13556 of November 4, 2010, Controlled Unclassified Information and its implementing guidance), as well as agency directives, policies, regulations, standards, and operational requirements.

CONNECT: Twitter RSS XML Extract Blogger S2S Applicant S2S Grantor

HEALTH & HUMAN SERVICES: HHS.gov FOIA No Fear Act Accessibility Privacy Site Map


COMMUNITY: USA.gov Whitehouse.gov USASpending.gov SBA.gov FSRG.gov SAM.gov DUNS Request

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If you are logged into the system, you can also update your password by clicking on the **Change My Password** link in the upper-right corner of the Global Banner.



Both links will direct you to the **Change My Password** screen. You will be prompted to enter your username, current password, new password, and confirm the new password. Then click the **Submit** button.



[CONTACT US](#) | [MANAGE SUBSCRIPTIONS](#) | [REGISTER](#) | [LOGIN](#)

SEARCH: Grant Opportunities

GO

[HOME](#) | [ABOUT](#) | [SEARCH GRANTS](#) | [APPLICANTS](#) | [GRANTORS](#) | [SYSTEM-TO-SYSTEM](#) | [FORMS](#) | [OUTREACH](#) | [SUPPORT](#)

[GRANTS.GOV](#) > [Applicant Login](#) > [Change My Password](#)

## CHANGE MY PASSWORD

**USERNAME:**

**CURRENT PASSWORD (case sensitive):**

**NEW PASSWORD (case sensitive):**

**CONFIRM PASSWORD:**

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # \$ % ^ & \*).

[I Forgot My Password/Unlock My Account](#)  
[I Forgot My Username](#)

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COMMUNITY: [USA.gov](#) | [Whitehouse.gov](#) | [USASpending.gov](#) | [SBA.gov](#) | [FSRS.gov](#) | [SAM.gov](#) | [DUNS Request](#)

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Once you have successfully changed your email, you will receive a message “Your password has been changed successfully. This password is valid for the next 60 days and will expire if you do not change it before the expiration date”.

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SEARCH: Grant Opportunities Enter Keyword... GO

HOME ABOUT SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Grantor Login > Change My Password

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Your password has been changed successfully. This password is valid for the next 60 days and will expire if you do not change it before the expiration date.

USERNAME:

CURRENT PASSWORD (case sensitive):

NEW PASSWORD (case sensitive):

CONFIRM PASSWORD:

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # \$ % ^ & \*).

[I Forgot My Password/Unlock My Account](#)  
[I Forgot My Username](#)

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COMMUNITY: [USA.gov](#) | [Whitehouse.gov](#) | [USASpending.gov](#) | [SBA.gov](#) | [FSRS.gov](#) | [SAM.gov](#) | [DUNS Request](#)

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You will receive an email notification similar to the example below that you changed your password. You can immediately log into the system with your new password.

**From:** "DoNotReply@grants.gov" <DoNotReply@grants.gov>  
**To:** Grantor\_User@yahoo.com  
**Sent:** Tuesday, July 30, 2013 1:45 PM  
**Subject:** Grants.gov notification for account password change

Your password on [Grants.gov](https://testapply.grants.gov) has been changed. If this was not done by you, please contact the Grants.gov Contact Center to report a security incident. This message is simply a notification to protect the security of your account.

This password is valid for the next 60 days and will expire if you do not change it before the expiration date.

Login to Grants.gov: <https://testapply.grants.gov/apply/login.faces?cleanSession=1&userType=agency>

Thank you.

Grants.gov

If you have questions please contact the Grants.gov Contact Center:

[support@grants.gov](mailto:support@grants.gov)

1-800-518-4726

24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

## I Forgot My Username

In the event that you forget your username, you can obtain your username from the **Grantor** tab of the **Login** page. Click on the **I Forgot My Username** link.

The screenshot shows the Grants.gov website's login interface. At the top, there is a navigation bar with links for CONTACT US, MANAGE SUBSCRIPTIONS, REGISTER, and LOGIN. A search bar is also present. Below the navigation bar, the 'LOGIN' page is displayed. It features a 'Select Account Type:' section with tabs for APPLICANT, GRANTOR, and EBIZ POC. The 'APPLICANT' tab is selected, showing the 'Applicant Login' section. This section includes instructions for logging in and links for 'Track My Application' and 'Get Registered'. Below the instructions are input fields for 'USERNAME:' and 'PASSWORD:', followed by a 'LOGIN' button. An orange arrow points from the 'I Forgot My Username' link, which is circled in red, to the input fields. At the bottom of the page, there is a 'Warning Notice!' and a 'NOTICE' section. The footer contains contact information and links to various government websites.

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SEARCH: Grant Opportunities Enter Keyword... GO

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GRANTS.GOV > Login

LOGIN [Register as a New User >](#)

Select Account Type:

APPLICANT GRANTOR EBIZ POC

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PASSWORD:  (Case Sensitive)

LOGIN

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[I Forgot My Username](#)

[I Forgot My Password/Unlock My Account](#)

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**NOTICE:** The Grants.gov system contains personally identifiable information (PII) and proprietary business information that should be disseminated only to those within your agency, organization, or to individuals with a need to know the information in the course of their official duties. Such information when output in any form from the Grants.gov system must be handled and protected in accordance with applicable federal laws and Executive Orders (including Executive Order 13556 of November 4, 2010, Controlled Unclassified Information and its implementing guidance), as well as agency directives, policies, regulations, standards, and operational requirements.

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You will be directed to the **I Forgot My Username** screen. You will be prompted to enter the Email and Agency Code you used when you registered with Grants.gov. Once you have entered the email you used when you registered with Grants.gov, simply select the **Submit** button.

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SEARCH: Grant Opportunities Enter Keyword... GO

HOME ABOUT SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Grantor Login > I Forgot My Username

## I FORGOT MY USERNAME

Please enter your email and agency code below and follow the prompts you will receive an email with your username.

**Send me my Username**

Email

Agency Code

[Back to Login](#)  
[I Forgot My Password/Unlock My Account](#)

If you don't have a username and password, please visit the [new grantor sign-up](#) page to begin registration. Grants.gov has developed a [Grantor Resources](#) page to help you use the grantor system.

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After selecting the **Submit** button, you will see a message stating “An email was sent with your username.”

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GRANTS.GOV > Grantor Login > I Forgot My Username

## I FORGOT MY USERNAME

Please enter your email and agency code below and follow the prompts you will receive an email with your username.

**Send me my Username**

Email

Agency Code

**An email was sent to your mailbox.**

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If you don't have a username and password, please visit the [new grantor sign-up](#) page to begin registration. Grants.gov has developed a [Grantor Resources](#) page to help you use the grantor system.

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You will receive an email similar to the example below.

**From:** "DoNotReply@grants.gov" <DoNotReply@grants.gov>  
**To:** Grantor\_User@yahoo.com  
**Sent:** Tuesday, July 30, 2013 1:22 PM  
**Subject:** Grants.gov Login Notification

Your email address, [Grantor\\_User@yahoo.com](mailto:Grantor_User@yahoo.com), is associated with the following login name:

Grantor\_User

To login, visit the link below:

[https:// apply07.grants.gov/apply/login.faces?cleanSession=1&userType=agency](https://apply07.grants.gov/apply/login.faces?cleanSession=1&userType=agency)

If clicking the link above does not work, copy and paste the URL in a new browser window.

If further assistance is needed, please visit [Grants.gov](http://Grants.gov)'s help page and FAQs or contact the Grants.gov Contact Center.

Thank you,

Grants.gov

If you have questions please contact the Grants.gov Contact Center:

[support@grants.gov](mailto:support@grants.gov)

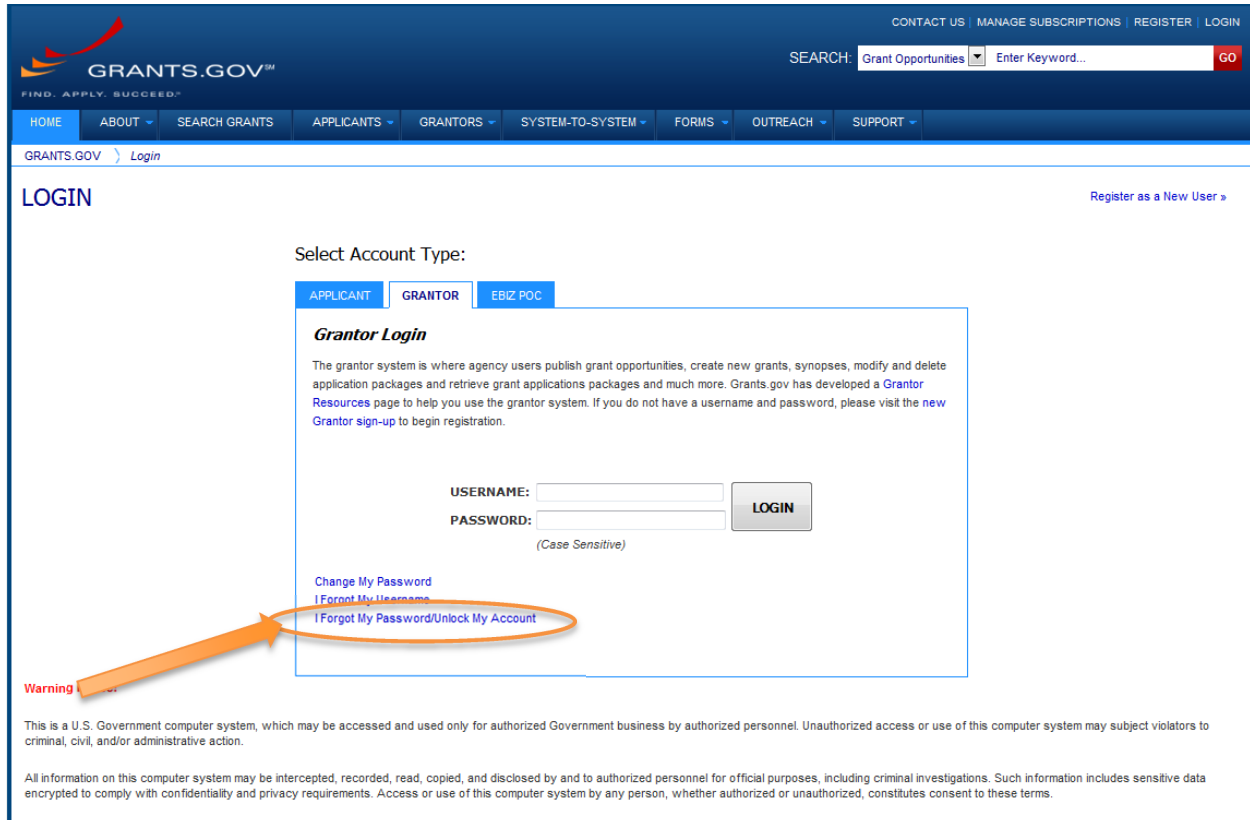
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24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

## I Forgot My Password/Unlock My Account

In the event that you forget your password, you can obtain a new password from the **Grantor** tab of the **Login** page. Click on the **I Forgot My Password/Unlock My Account** link.



The screenshot shows the Grants.gov website's Login page. At the top, there is a navigation bar with links like HOME, ABOUT, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. A search bar is also present. Below the navigation bar, the page is titled "LOGIN" with a "Register as a New User" link. The main content area is titled "Select Account Type:" and has three tabs: "APPLICANT", "GRANTOR", and "EBIZ POC". The "GRANTOR" tab is selected, and the "Grantor Login" section is displayed. This section contains a description of the grantor system, a "USERNAME:" field, a "PASSWORD:" field, and a "LOGIN" button. Below the password field, there is a link "Change My Password" and a link "I Forgot My Password/Unlock My Account" which is circled in red. An orange arrow points to this link. At the bottom of the page, there is a "Warning" section with text about the U.S. Government computer system and its security requirements.

You will be directed to the **I Forgot My Password/Unlock My Account** page. Enter your username and select the **Submit** button.

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SEARCH: Grant Opportunities Enter Keyword... GO

HOME ABOUT SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Grantor Login > I Forgot My Password/Unlock My Account

## I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

If you have forgotten your password, enter your username and click on the Submit button to reset your password.

### Password Reset

USERNAME: Grantor\_user **SUBMIT**

[Grantor Login](#)  
[I Forgot My Username](#)

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You will be directed to the page to reset your password. Enter the answer to your secret question that you created when you registered your account. Then select the **Submit** button to reset your password.

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SEARCH: Grant Opportunities Enter Keyword... GO

HOME ABOUT SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Grantor Login > I Forgot My Password/Unlock My Account

## I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

Enter the answer to your secret question and click on the Submit button. Or click the [Forgot Your Secret Answer](#) link to email a new password.

### Password Reset

USERNAME: Grantor\_user

SECRET QUESTION: number 1

SECRET ANSWER:

[Forgot Your Secret Answer?](#)

**SUBMIT**

[Grantor Login](#)

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Once your answer is validated, you will be directed to enter a new password. Enter a password and then enter it again in the confirm password field and select the **Submit** button.

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SEARCH: Grant Opportunities Enter Keyword... GO

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HOME ABOUT SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Applicant Login > I Forgot My Password/Unlock My Account

## I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

Reset your password below. Please remember that when you enter your new password it is case sensitive.

### Password Reset

USERNAME: indvapplicant3

SECRET QUESTION: Where do I apply for Federal Grants?

SECRET ANSWER: Grants.gov

ENTER NEW PASSWORD: CONFIRM PASSWORD:

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # \$ % ^ & \*).

SUBMIT

[Applicant Login](#)

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Once you have reset your password, a message will appear saying “Password has been changed” that will inform you that your password was reset successfully. You will also receive a notification email.

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SEARCH: Grant Opportunities Enter Keyword... GO

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GRANTS.GOV > Applicant Login > I Forgot My Password/Unlock My Account

## I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

Reset your password below. Please remember that when you enter your new password it is case sensitive.

**Password Reset**  
Password has been changed.

USERNAME: indvapplicant3

SECRET QUESTION: Where do I apply for Federal Grants?

SECRET ANSWER: Grants.gov

ENTER NEW PASSWORD: CONFIRM PASSWORD:

.....

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # \$ % ^ & \*).

SUBMIT

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Alternatively, if you forget the answer to your secret question, you may select the **Forgot Your Secret Answer?** link.

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SEARCH: Grant Opportunities Enter Keyword... GO

HOME ABOUT SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Applicant Login > I Forgot My Password/Unlock My Account

## I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

Enter the answer to your secret question and click on the Submit button. Or use the Forget Your Secret Answer link to email a new password.

### Password Reset

USERNAME: indvapplicant3

SECRET QUESTION: When can I apply for Federal Grants?

SECRET ANSWER:

[Forgot Your Secret Answer?](#)

[Applicant Login](#)

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To obtain a system generated password, select the **Email My Password** button.

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GRANTS.GOV > Grantor Login > I Forgot My Password/Unlock My Account

## I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

### Password Reset

USERNAME: Grantor\_user

To obtain a new password for your username, select the Email My password button below:

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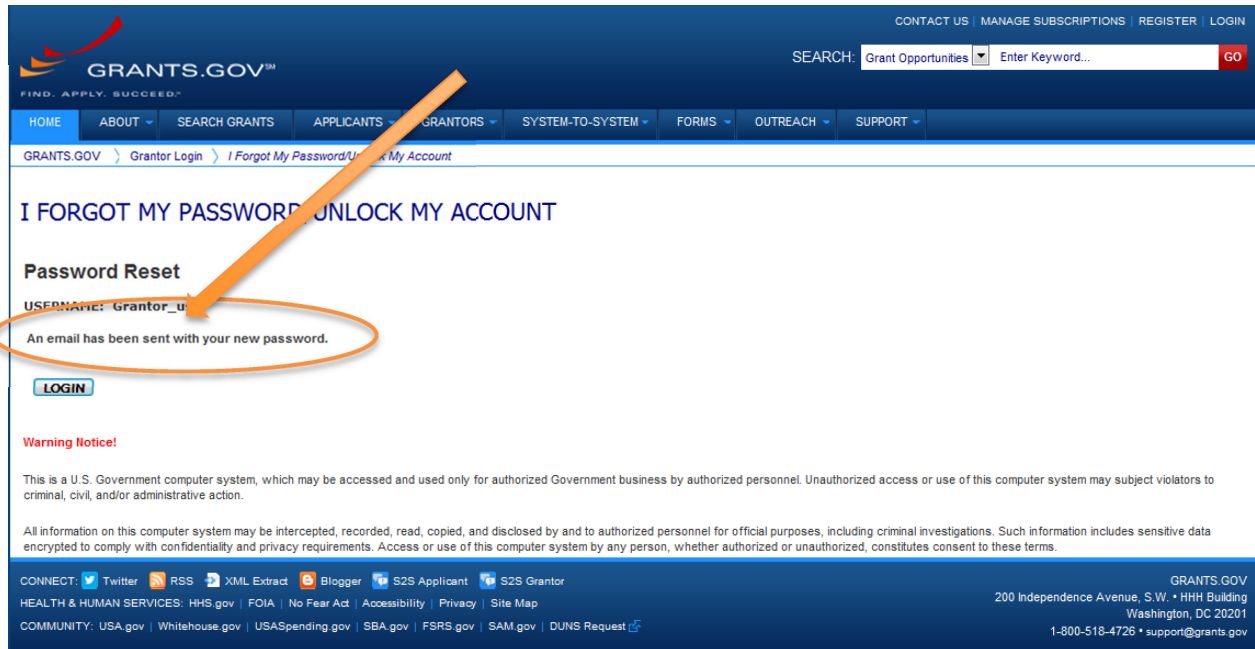
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You will be advised that the password has been sent to the email address on file with Grants.gov. Click on the Login button to be directed to the **Grantor** tab of the **Login** screen.



You will receive an email similar to the example below.

**From:** "DoNotReply@grants.gov" <DoNotReply@grants.gov>

**To:** Grantor\_User@yahoo.com

**Sent:** Tuesday, July 30, 2013 1:59 PM

**Subject:** Grants.gov Password Reset

The password for your [Grants.gov](https://testapply.grants.gov/apply/login.faces?cleanSession=1&userType=agency) account has been changed to: Y119?m790. If you did not request a password reset, please call the Grants.gov Contact Center to report a security incident.

Login to Grants.gov: <https://testapply.grants.gov/apply/login.faces?cleanSession=1&userType=agency>

If further assistance is required feel free to search Grants.gov help tips and FAQ.

Thank you.

Grants.gov

If you have questions please contact the Grants.gov Contact Center:

[support@grants.gov](mailto:support@grants.gov)

1-800-518-4726

24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

From the **Grantor** tab of the **Login** page, enter your username and password sent in the email.

## Agency Super User Permission Settings

After an agency user has created an account with Grants.gov, the **Agency Super User** will receive an email notification stating that a new agency user has registered with Grants.gov. The Agency Super User will assign the user roles by accessing the **Manage Agency Users** link and the **Reassign Roles** functionality.

The Agency Super User will use the search box to view a list of agency users. To reassign roles, click on the row of the user and then click the **Reassign Roles** button.

The screenshot shows the Grants.gov website with the 'Manage Agency Users' page. The 'Reassign Roles' button is circled in orange, and an orange arrow points to it from the search results area. The interface includes a search bar, a table of users, and various navigation links.

GRANTS.GOV **MANAGE AGENCY USER**

Export Data

Search By: UserID Equals: Grantor\_User

**Reassign Roles**

Search returned 1 results

User ID	Last Name	First Name	Account Status
Grantor_User	Doe	John	ACTIVE

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The Agency Super User will be directed to the **Reassign Roles** screen and select the appropriate roles for the agency user. Then the Agency Super User will select the checkbox to certify the change and click the **Continue** button.



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GRANTS.GOV > Grantors > Manage Agency Users > Reassign User Roles

## REASSIGN USER ROLES

User Name: "Doe, John"  
User ID: GG-Grantor\_User

Remaining Roles:

- Manage Synopses
- Manage Packages
- Manage Agencies
- Agency Grant Retriever

Current Roles:

- Agency Template Creator
- Agency Tracking Number/Notes Assigner
- View Applications
- Agency Report Viewer

☒

I have verified the identity of this user and their authority to be assigned the above roles. I understand that users assigned the Agency Grant Retriever and View Applications roles will have the ability to access proprietary information in grant applications, and that users assigned the Manage Agencies role will have the ability to assign roles to other users on my behalf. I will periodically review the list of users in my agency and revoke these roles when they are no longer needed.

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